



# **Filing Sales Electronically**

## **Dealer User Manual**

**October 2006**

Dear Licensed Dealer:

Thank you for electing to file your dealer sales electronically. There are two electronic filing options available to you:

**Option 1** – Enter each sale one at a time on the department's Internet NOS Reporting System (see page 7 of the User Manual).

**Option 2** - Submit a prescribed file to the department's secure server through the department's Internet NOS Reporting System. This method is for dealers who use front-end vendor software (or software developed by the dealership) to complete title applications, etc., and avoids duplicate entry of the sales data. (see Page 14 of the User Manual).

You may start filing your sales electronically using Option 1 as soon as you receive an e-mail from the Department of Revenue with your user ID and password. You may use Option 2 as soon as your software has been approved (see Page 14 of the User Manual). In the meantime, you may use Option 1.

You may select either electronic option or change options at anytime as long as you do not file the same sale twice or forget to include any sales. With either option, you must:

- Report all sales (motor vehicle, trailer, all-terrain vehicle, and vessel - both wholesale and retail);
- File sales on a monthly basis or more frequently if you wish;
- Click on "File Monthly Sales Report" (see Page 20 of the User Manual) before the 15<sup>th</sup> of the following month to finalize the previous month's sales. This applies even if you made no sales for the month;
- Discontinue submitting a paper monthly sales report (DOR-385); and
- Continue to submit the Secure Power of Attorney forms and copies of the corresponding titles to the Dealer Licensing Section by the 15<sup>th</sup> of the following month.

For more information, go to [Notice of Sale \(NOS\) FAQs](http://www.dor.mo.gov/mvdl/motorv/nos/faq.pdf) (<http://www.dor.mo.gov/mvdl/motorv/nos/faq.pdf>) or call (573) 751-4509.

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# Accessing the Internet Notice of Sale (NOS) Reporting System

If you try to access the Internet NOS Reporting System and your browser does not have the required 128 bit encryption, you will receive the message shown. You must download and install the appropriate browser as instructed.



**MISSOURI DEPARTMENT OF REVENUE**  
*Notice of Sale Application*

Login



It has been determined that your browser does not have the required 128 bit encryption. This level of encryption is needed so that your transaction will be processed over a secure connection to our server.

You may need to download and install a more recent version of Microsoft Internet Explorer or Netscape Navigator before you can continue.

Click on one of the pictures below to go to the download site for the browser of your choice. Download and install the browser as instructed, then return to the first page of this site to begin your Notice of Sale transaction.

· Dealers · Motor Vehicle & Driver Services ·

# Login

**Step 1:** First time users:

Enter your User ID and password  
(see e-mail confirmation from  
DOR);

Change your password; and

Enter your User ID and new  
password and click "Submit."

If you are a motor vehicle dealer  
and a boat dealer, use your motor  
vehicle dealer User ID and  
password to log in.

If you enter the incorrect User  
ID/Password, click on "Reset" to  
clear those fields and re-enter the  
correct User ID/Password.

Forgotten your password? Click on  
"Forgot your password" and you  
will be prompted to submit an e-  
mail to the department requesting  
that your password be reset.



The screenshot shows the login interface for the Missouri Department of Revenue's Notice of Sale Application. At the top, there is a green header with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". Below the header, on the left, is a green sidebar with the word "Login" and the Missouri Department of Revenue seal. The main content area is white and features a large, faint background seal of the Missouri Department of Revenue. In the center, it says "Please sign on:" followed by two input fields: "User Id" with the value "D1111" and "Password" with masked characters. Below these fields are two buttons: "Reset" and "Submit". At the bottom of the main area, there is a link that says "Forgot your password / Account Disabled". The footer of the page is green and contains the text "Dealers · Motor Vehicle & Driver Services ·".

# Login

**Step 2:** Read the declaration information and click "Accept."



The image shows a screenshot of the Missouri Department of Revenue's "Notice of Sale Application" web page. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". On the left side, there is a vertical green bar containing the Missouri Department of Revenue seal. The main content area is white and contains the text "NOTICE OF SALE" and "Welcome DOR AUTO SALES". Below this, there is a red italicized line stating: "Reports must be filed by the 15th day of the month for the previous month." This is followed by a declaration statement: "As an officer, partner, or owner of the dealership, I hereby certify that the information that I send electronically is true to the best of my knowledge." At the bottom of the declaration, there are two buttons: "Decline" and "Accept". The footer of the page is a green bar with the text: "Dealers · Motor Vehicle & Driver Services · Contact ·".

**MISSOURI DEPARTMENT OF REVENUE**  
*Notice of Sale Application*

NOTICE OF SALE

Welcome DOR AUTO SALES

*"Reports must be filed by the 15th day of the month for the previous month."*

As an officer, partner, or owner of the dealership, I hereby certify that the information that I send electronically is true to the best of my knowledge.


· Dealers · Motor Vehicle & Driver Services · Contact ·

# Submit Single Sale (Option 1)

**Step 1:** To file a sales record one at a time, click "**Submit Single Sale**" on the left-hand side bar.

Sales must be filed monthly or more frequently as determined by the dealer.

**Filing sales electronically eliminates submitting the paper monthly sales report (DOR-385).**



The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" web application. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand navigation bar lists several options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "Submit Single Sale" option. The main content area displays the "SEAL OF THE DEPARTMENT OF REVENUE" and the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". The footer contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
View/Print Filed Report  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout

D1111, Welcome to the Missouri Notice of Sale Application  
Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·

# Submit Single Sale (Option 1)

**Step 2:** Enter the vehicle information:

- Select the type of vehicle from the drop-down menu;
- Select type of sale from the drop-down menu. All sales must be reported (retail and wholesale); and
- Respond to the question asking if the vehicle is new.
  - If "Yes" is selected, click "Continue" and go to Step 3.
  - If "No" is selected, you will be asked if the vehicle is titled by another state.
    - ◆ If "No" is selected because you have a Missouri title, you will be prompted to enter the title number and the last six digits of the VIN/HIN. Click "Continue."

The screenshot shows the 'Notice of Sale Application' web form from the Missouri Department of Revenue. The header features a green banner with a car icon and the text 'MISSOURI DEPARTMENT OF REVENUE' and 'Notice of Sale Application'. A left sidebar contains navigation links: 'Submit Single Sale', 'Submit Sales File', 'Correct Sales File', 'Lookup/Edit Sale', 'File Monthly Sales Report', 'View/Print Filed Report', 'View Sales History', 'Change Password', 'Instructions', 'Contact DOR', and 'Logout'. The main content area is titled 'File Notice of Sale' and 'Vehicle Information part-1'. It includes two dropdown menus: 'Select type of vehicle' (set to 'Passenger vehicle') and 'Select type of sale' (set to 'Sold to Missouri individual'). Below these are two questions with radio buttons: 'Is this a new vehicle?' (with 'No' selected) and 'Is this vehicle titled by another state?' (with 'No' selected). Further down, there are input fields for 'Title : TG344352' and 'VIN/HIN : 122912', with a note '(Last 6 digits)' under the VIN/HIN field. A 'Continue' button is at the bottom right. The footer contains links: 'Dealers · Motor Vehicle & Driver Services · Contact ·'. A large, faint watermark of the Missouri state seal is visible in the background of the form area.



# Submit Single Sale (Option 1)

**Step 3:** If the vehicle is new, the current title is not a Missouri title, or you do not have the Missouri title number:

- Enter the four-digit year;
- Select the make from the drop-down menu. If the make is not listed, select "other" and enter the make abbreviation (up to five characters);
- Enter the model (up to 10 positions);
- Enter the full VIN/HIN (please verify the HIN/VIN is correct);
- Select the body style from the drop-down menu; and
- "Confirm" that the vehicle information is correct.

The screenshot shows the 'Notice of Sale Application' form from the Missouri Department of Revenue. The header features a car icon and the text 'MISSOURI DEPARTMENT OF REVENUE' and 'Notice of Sale Application'. A left sidebar contains navigation links: 'Submit Single Sale', 'Submit Sales File', 'Correct Sales File', 'Lookup/Edit Sale', 'File Monthly Sales Report', 'View/Print Filed Report', 'View Sales History', 'Change Password', 'Instructions', 'Contact DOR', and 'Logout'. The main content area is titled 'File Notice of Sale' and 'Vehicle Information part-2'. It contains input fields for 'Vehicle year' (2006), 'Vehicle make' (LINC), 'Vehicle model' (Zephyr), 'VIN/HIN' (1FAHP56S76A122912), and 'Vehicle body style' (FOUR DOOR). A 'Confirm' button is at the bottom right. A large, faint watermark of the Missouri state seal is visible in the background. The footer includes links for 'Dealers', 'Motor Vehicle & Driver Services', and 'Contact'.

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
View/Print Filed Report  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout

File Notice of Sale  
Vehicle Information part-2

Vehicle year: 2006 4 digits(yyyy) Vehicle make: LINC  
Vehicle model: Zephyr VIN/HIN: 1FAHP56S76A122912  
(Please verify the VIN/HIN is correct and confirm)  
Vehicle body style: FOUR DOOR  
Confirm

Dealers · Motor Vehicle & Driver Services · Contact ·

# Submit Single Sale (Option 1)

**Step 3 Continued:** If you entered a Missouri title number and the year, make, and VIN/HIN is already populated, do the following:

- Enter the model (limited to 10 characters);
- Select the body style from the drop-down menu; and
- "Confirm" that the vehicle information is correct.

The screenshot shows the 'Notice of Sale Application' form from the Missouri Department of Revenue. The header features a green banner with a car icon and the text 'MISSOURI DEPARTMENT OF REVENUE' and 'Notice of Sale Application'. A left sidebar contains navigation links: 'Submit Single Sale', 'Submit Sales File', 'Correct Sales File', 'Lookup/Edit Sale', 'File Monthly Sales Report', 'View/Print Filed Report', 'View Sales History', 'Change Password', 'Instructions', 'Contact DOR', and 'Logout'. Below these links is the Missouri state seal. The main form area is titled 'File Notice of Sale' and 'Vehicle Information part-2'. It contains input fields for 'Vehicle year' (2006), 'Vehicle make' (LINC), 'Vehicle model' (Zephyr), and 'VIN/HIN' (1FAHP56S76A122912). A 'Vehicle body style' dropdown menu is set to 'FOUR DOOR'. A 'Confirm' button is at the bottom right. A large, faint watermark of the Missouri state seal is visible in the background. The footer has a green bar with links: 'Dealers', 'Motor Vehicle & Driver Services', and 'Contact'.

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
View/Print Filed Report  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout

File Notice of Sale  
Vehicle Information part-2

Vehicle year: 2006 4 digits(yyyy) Vehicle make: LINC  
Vehicle model: Zephyr VIN/HIN: 1FAHP56S76A122912  
(Please verify the VIN/HIN is correct and confirm)

Vehicle body style: FOUR DOOR


Confirm

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# Submit Single Sale (Option 1)

**Step 4:** Enter the following sale and purchaser's information:


- Date of sale (the year must be four digits);
- Net price. Only enter whole dollar amounts (optional);
- Odometer reading. Exclude 10ths (odometer reading is not required for all-terrain vehicles or vehicles over 10 years old);
- Temporary permit. Record the permit number if one was issued;
- Purchaser's name, address, city, state, zip;
- Driver license number and date of birth of the first purchaser listed if there are multiple purchasers (this is optional information); and
- Click "Submit."



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Sale Application

File Notice of Sale

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)  


### Sale Information

Date of sale: <small>(mm/dd/yyyy)</small>	<input type="text" value="08/24/2006"/>	Net price: <small>(Do not enter cents)</small>	<input type="text" value="32,250"/>	Odometer:	<input type="text" value="21"/>
Temporary permit	<input type="text" value="ABC123"/>				

### Purchaser Information

Name: <small>(Last,First,Middle initial)</small>	<input type="text" value="Doe, Jane A"/>
Address:	<input type="text" value="1234 River Street"/>
City:	<input type="text" value="Jefferson City"/>
State:	<input type="text" value="MO"/>
Zip code:	<input type="text" value="65105"/>
Driver's license number: <small>(Optional)</small>	<input type="text" value="R12345678"/>
Date of birth: <small>(mm/dd/yyyy)</small> <small>(Optional)</small>	<input type="text" value="03/21/1970"/>

Submit

• Dealers • Motor Vehicle & Driver Services • Contact •


# Submit Single Sale (Option 1)

**Step 5:** Review the sales record for correct information.

If corrections are needed, click "Back to Edit" and correct the record.

Otherwise, click "Submit."


If there is a problem with the transmission/record, you will receive a failure page with further instructions.



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Sale Application

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)



### NOTICE OF SALE

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#### Vehicle Information

Type of Vehicle: Passenger vehicle  
Odometer: 21  
Vehicle Title Number: TG344352  
Title State: MO  
Year: 2001  
Make: LINC  
VIN/HIN: 1FAHP56S71A122912  
Model: ZEPHY  
Body Style: 4DR

---

#### Sale Information

Date of Sale: Aug 24 2006  
Net Price: 32250  
Type of Sale: TAXABLE

---

#### Purchaser Information

Purchaser's Name: DOE, JANE A.  
Street Address: 1234 RIVER ST  
City: JEFFERSON CITY  
State: MO  
Zip Code: 65105  
Purchaser's Driver License Number: R123456789  
Purchaser's Date of Birth: 03/21/1970

Please verify the above information before submitting. To change incorrect information, please press 'Back to Edit' button.

[BACKTOEDIT](#)[SUBMIT](#)

# Submit Single Sale (Option 1)

**Step 6:** The confirmation receipt is confirmation that you have successfully submitted the sales record to the Department of Revenue. The receipt will contain a NOS control number at the top of the page. You may print your confirmation receipt for your records, file another NOS, or logout. You are not required to print the confirmation page since you can access your sales records from the "Lookup/Edit Sale" function.

If the system goes down while you are filing a sales record, to determine if the sale was successfully submitted, access the "Lookup/Edit Sale" function to see if the sales record can be retrieved. If the sale cannot be retrieved, you must re-enter the record.



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Sale Application

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)



### NOTICE OF SALE

CONFIRMATION RECEIPT

NOS Control Number: 1280780D

---

#### Vehicle Information

Type of Vehicle: Passenger vehicle  
Odometer: 21  
Vehicle Title Number: TG344352  
Title State: MO  
Year: 2001  
Make: LINC  
VIN/HIN: 1FAHP56S71A122912  
Model: ZEPHY  
Body Style: 4DR

---

#### Sale Information

Date of Sale: Aug 24 2006  
Net Price: 32250  
Type of Sale: TAXABLE

---

#### Purchaser Information

Purchaser's Name: DOE, JANE A.  
Street Address: 1234 RIVER ST  
City: JEFFERSON CITY  
State: MO  
Zip code: 65105  
Purchaser's Driver License Number: R123456789  
Purchaser's Date of Birth: 03/21/1970

[PRINT](#) [File Another NOS](#) [LOGOUT](#)



# Submit Sales File (Option 2)

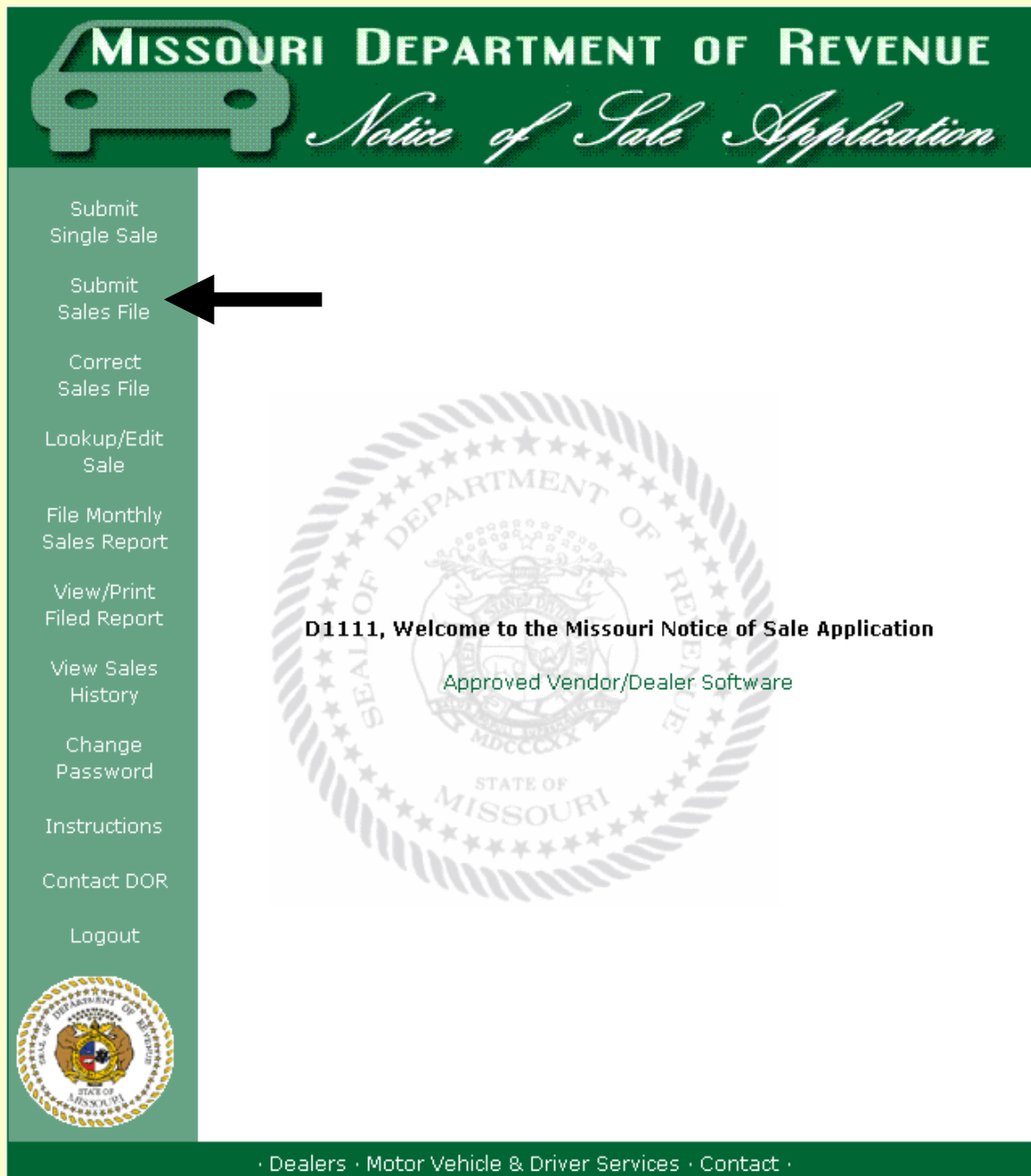
This option allows a dealer to file each sale (motor vehicle, trailer, all-terrain vehicle, or vessel) in one file using the dealer's current front-end software. Sales are filed on a monthly basis or more frequently as determined by the dealer. The file format developed by your software vendor (or your dealership) must first be approved by the department. Click on "Approved Vendor/Dealer Software" to see which vendor/dealership file formats have been approved. If your file format has not been approved yet, you may file your sales one at a time by clicking on "Submit Single Sale."

If you are creating or modifying your own software, view the required file format at <http://www.dor.mo.gov/mvdl/motorv/nos/filelayout.pdf>.

The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" web application. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left sidebar contains a list of navigation options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". Below the sidebar is the Missouri Department of Revenue seal. The main content area displays the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". A large black arrow points from the text "you may file your sales one at a time by clicking on 'Submit Single Sale.'" in the first text block to the "Submit Single Sale" link in the sidebar. At the bottom of the page is a green footer with the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

# Submit Sales File (Option 2)

**Step 1:** To submit/upload your file, click on "**Submit Sales File**" on the left-hand side bar.



The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" web application. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand sidebar contains a list of navigation options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "Submit Sales File" option. The main content area displays the "SEAL OF DEPARTMENT OF REVENUE" and the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". The footer includes a navigation bar with links: "Dealers", "Motor Vehicle & Driver Services", and "Contact".

Submit Single Sale

Submit Sales File

Correct Sales File

Lookup/Edit Sale

File Monthly Sales Report

View/Print Filed Report

View Sales History

Change Password

Instructions

Contact DOR

Logout

D1111, Welcome to the Missouri Notice of Sale Application

Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·

# Submit Sales File (Option 2)

## Step 2: File Upload:

- Click on "Browse," select the file from your computer, and click "Open."
- Click "Upload" to transfer files to the department.
- You will receive a message that indicates how many records were updated and how many contain errors.

**Filing sales electronically eliminates submitting the paper monthly sales report (DOR-385).**



The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" interface. At the top, there is a green header with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". Below the header, the page is titled "File Transfer". On the left side, there is a green sidebar menu with the following options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". The main content area is titled "File Upload" and contains the instruction "Enter data file below:". Below this instruction is a text input field and a "Browse..." button. There are also "Upload" and "Cancel" buttons. A large, faint watermark of the Missouri Department of Revenue seal is visible in the background. At the bottom of the page, there is a green footer with the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

File Transfer

**File Upload**

Enter data file below:

Browse...

Upload Cancel

Approved Vendor/Dealer Software

SEAL OF DEPARTMENT OF REVENUE  
STATE OF MISSOURI  
MDCCCXIX

Dealers · Motor Vehicle & Driver Services · Contact ·



# Email Confirmation from the Department

**From:** mvbmail@dor.mo.gov [mailto:mvbmail@dor.mo.gov]

**Sent:** Monday, October 02, 2006 3:41 PM

**To:** Dealer

**Subject:** Notice Of Sale Successful File Upload

Thank you for submitting your sales file with the Missouri Department Of Revenue.

Good Records Received: 5

Error Records Received: 10

Please log in at <https://dors.mo.gov/NOS/loginLink.do> and click on 'Correct Sales File' to correct any error records you may have. Sales Reports cannot be filed until all error records have been corrected.

**NOTE: You must file your monthly sales report by clicking on 'File Monthly Sales Report' before the sales report is actually filed/finalized for that month. This must be done no later than the 15th of the following month in order to avoid penalties.**


Thank you

Missouri Department Of Revenue

(573)751-4510

# Correct Sales File (Option 2)

**Step 1:** Click "**Correct Sales File**"  
to correct errors online that are  
identified by the NOS system in  
your sales file.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" web portal. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand menu lists various options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "Correct Sales File" option. The main content area shows a large, faint circular seal of the Missouri Department of Revenue. Overlaid on the seal is the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". At the bottom, a green footer bar contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

Submit Single Sale

Submit Sales File

Correct Sales File

Lookup/Edit Sale

File Monthly Sales Report

View/Print Filed Report

View Sales History

Change Password

Instructions

Contact DOR

Logout

D1111, Welcome to the Missouri Notice of Sale Application

Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·

# Correct Sales File (Option 2)

## Step 2:

- Make necessary corrections to the fields noted and click on "Update," or
- Click on "Delete" to delete the record entirely.

The next error record will appear, if applicable. Repeat Step 2 above until all records are corrected.

[Submit Single Sale](#)[Submit Sales File](#)[Correct Sales File](#)[Lookup/Edit Sale](#)[File Monthly Sales Report](#)[View/Print Filed Report](#)[View Sales History](#)[Change Password](#)[Instructions](#)[Contact DOR](#)[Logout](#)

## Upload Error for Notice of Sale

• VIN contains an invalid check digit.

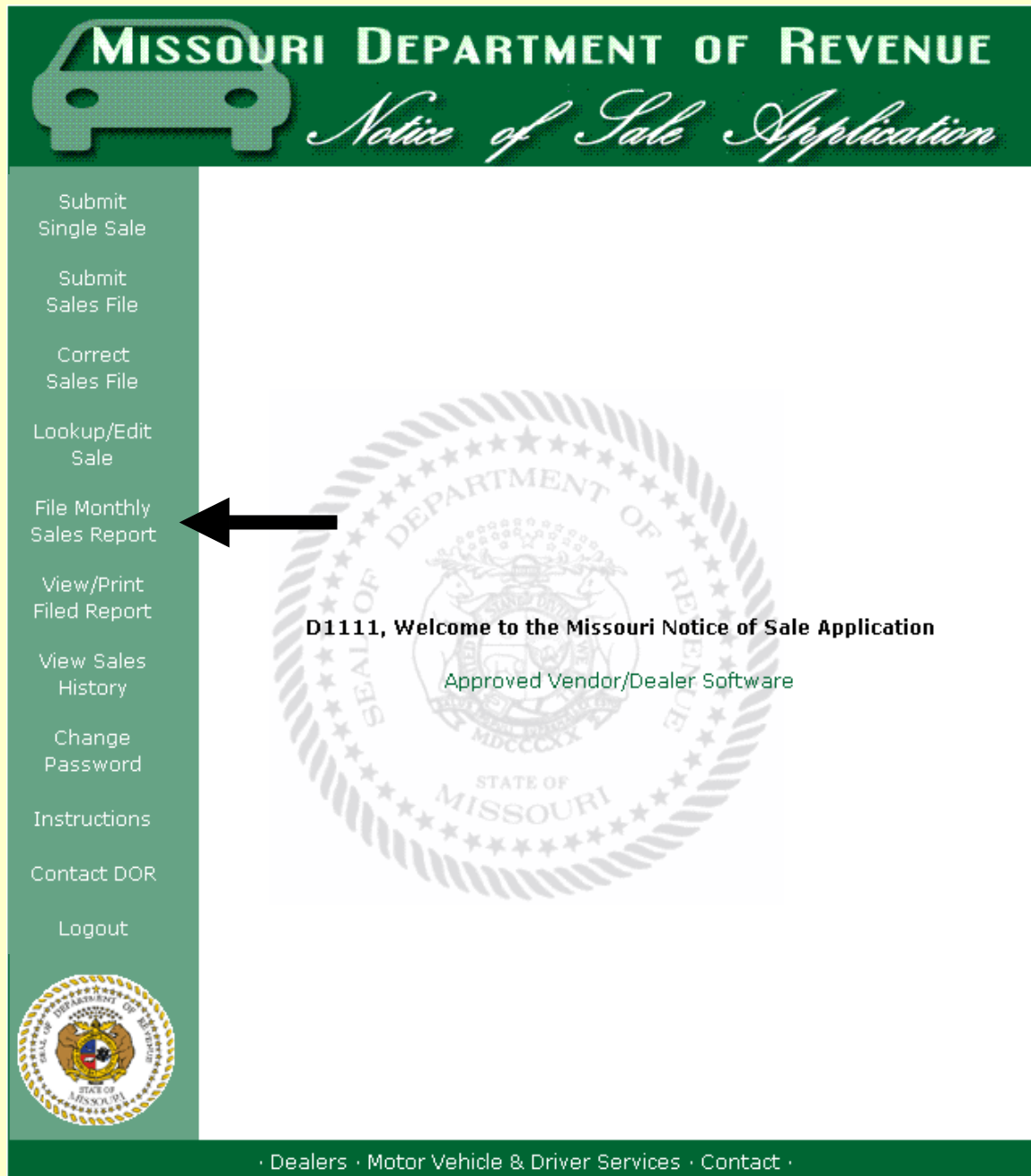
Control Number	401
VIN/HIN	4A4MM31S86E028111 • VIN contains an invalid check digit.
Year	2006
Make	MITA
Model	ENDEA
Vehicle Type	Vehicle
Body Style	4DR S
Odometer	35
Vehicle Condition	<input checked="" type="radio"/> New <input type="radio"/> Used
Title Number	(Optional)
Temp Permit #	(Optional)
Date of Sale	08/01/2006
Net Price	17417
Type of Sale	Taxable
Puchaser's Name	DOE JOE D
Street Address	101 MAIN ST
City	JEFFERSON CITY
State	MO
Zip Code	65101
License Number	(Optional)
Date of Birth	(Optional)

[Update](#)[Delete](#)

# File Monthly Sales Report

Once you submitted all sales for the month (or if you made no sales during the month), you must complete the final step to file your sales report **no later than the 15<sup>th</sup> day of the month following the month in which the sales occurred to avoid discipline or a \$300 penalty.** This applies regardless of which electronic filing method you used.

**Step 1:** To finalize your sales report, click "**File Monthly Sales Report**" on the left-hand side bar.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" web portal. At the top, a green header features a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand navigation bar lists several options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "File Monthly Sales Report" option. The main content area shows a large, faint circular seal of the Missouri Department of Revenue. Overlaid on the seal is the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". At the bottom of the page, a green footer contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
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View/Print Filed Report  
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Contact DOR  
Logout

D1111, Welcome to the Missouri Notice of Sale Application  
Approved Vendor/Dealer Software

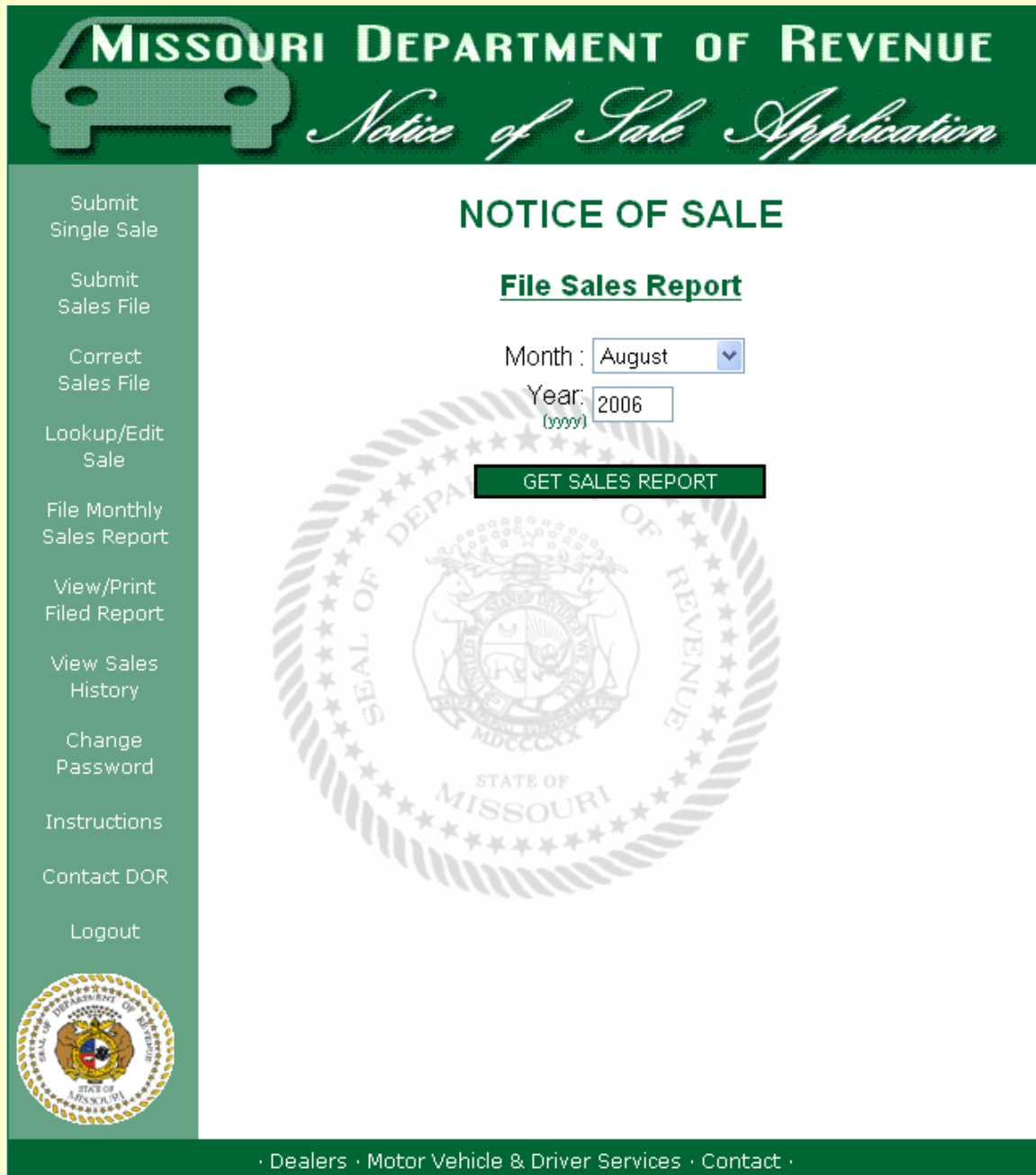
Dealers · Motor Vehicle & Driver Services · Contact ·

# File Monthly Sales Report

**Step 2:** Select the month for which you are reporting from the drop down box.

**Step 3:** Enter the four-digit year.

**Step 4:** Click "Get Sales Report."



The screenshot shows the 'Notice of Sale Application' web form from the Missouri Department of Revenue. The header features a green banner with a car icon and the text 'MISSOURI DEPARTMENT OF REVENUE' and 'Notice of Sale Application'. The main content area is titled 'NOTICE OF SALE' and 'File Sales Report'. It includes a 'Month' dropdown menu set to 'August' and a 'Year' input field set to '2006'. A large, faint watermark of the Missouri Department of Revenue seal is visible in the background. A green button labeled 'GET SALES REPORT' is positioned below the year field. On the left side, a green sidebar contains a list of navigation links: 'Submit Single Sale', 'Submit Sales File', 'Correct Sales File', 'Lookup/Edit Sale', 'File Monthly Sales Report', 'View/Print Filed Report', 'View Sales History', 'Change Password', 'Instructions', 'Contact DOR', and 'Logout'. At the bottom of the sidebar is a small circular seal. The footer of the page is a green bar with the text 'Dealers • Motor Vehicle & Driver Services • Contact •'.

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
View/Print Filed Report  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout

NOTICE OF SALE

File Sales Report

Month : August  
Year : 2006  
(yyyy)

GET SALES REPORT

SEAL OF DEPARTMENT OF REVENUE  
STATE OF MISSOURI  
MDCCCXX

Dealers • Motor Vehicle & Driver Services • Contact •


# File/Correct Sales Report


Indicator that sales report hasn't been filed yet.

Errors are highlighted.

## Step 5:

- Click **"Edit"** to correct, revise, or delete a record;
- Click **"Submit Sales Report"** if no corrections or changes; or
- Click **"Cancel Submission"** to add more sales.


**MISSOURI DEPARTMENT OF REVENUE**  
*Notice of Sale Application*

Submit Single Sale  
 Submit Sales File  
 Correct Sales File  
 Lookup/Edit Sale  
 File Monthly Sales Report  
 View/Print Final Report  
 View Sales History  
 Change Password  
 Instructions  
 Contact DOR  
 Logout  


**Sales Report**
Tue Oct 10 13:15:14 CDT 2006

• Cannot submit Sales Report until All Errors have been Corrected. Please Click on 'Correct Sales File' Link to Correct Errors.

Dealer Name:	D1111	New units:	9
Dealer ID:	D1111	Used units:	14
Dealer Address:	1234	Total:	23
	JEFF, MO 65109	Total Temporary Permits:	18

Warning: All yellow highlighted sale records may have incorrect data. Click on the edit tab next to the associated record to correct any possible errors.

Edit	Buyer: <b>Used 2003 JEEP GRAND</b> ANDYS & MORGAN 420 Bridget Dr ST LOUIS, MO 63125	<b>Control Number: 1278000D</b> VIN/HIN: 1J4GW48S83C533494 Sale Date: 08/01/2006 Net Price: \$14300.00	Type: Vehicle Body: JEEP Odometer: 70095 Permit: GO 2 V
------	--	---	--

Edit	Buyer: <b>New 2006 CADIPIN K</b> SMINTH SMITH 1 Main Str JC, MO 65109	<b>Control Number: 1278011D</b> VIN/HIN: 123QWASWEDXCDFRETG Sale Date: 08/01/2006 Net Price: \$29000.00	Type: Vehicle Body: 4DR Odometer: 0 Permit:
------	--	--	--

Edit	Buyer: <b>Used 2004 JEEP WRANG</b> CHARLES M DEUTCH 9 Buckhorn Ct WARRENTON, MO 63383	<b>Control Number: 1278002D</b> VIN/HIN: 1J4FA69S34P710287 Sale Date: 08/01/2006 Net Price: \$5965.00	Type: Vehicle Body: UTIL Odometer: 52081 Permit: GO 2 V
------	--	--	--

Edit	Buyer: <b>Used 2003 FORD TAURU</b> CLEMMIE B IRBY 9922 Sumter Dr	<b>Control Number: 1278003D</b> VIN/HIN: 1FAFP55U13A156194 Sale Date: 08/01/2006	Type: Body: FORDOR
------	--	--	-----------------------


# File/Correct Sales Report

## Editing a record:

- Make corrections and click "Update"

## OR

- Click "Delete" to delete the entire record.



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Sale Application

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)



## Edit Notice of Sale

Control Number	<input type="text" value="1278011D"/>
VIN/HIN	<input type="text" value="123QWASWEDXCDFRI"/> <div>• The VIN must contain 17 characters for vehicles newer than 1980.</div>
Year	<input type="text" value="2006"/>
Make	<input type="text" value="CADI"/>
Model	<input type="text" value="PIN'K"/>
Vehicle Type	<input type="text" value="Vehicle"/>
Body Style	<input type="text" value="FOUR DOOR"/>
Odometer	<input type="text" value="0"/>
Vehicle Condition	<input checked="" type="radio"/> New <input type="radio"/> Used
Title Number	<input type="text"/> (Optional)
Title State	<input type="text"/> (Optional)
Temp Permit #	<input type="text"/> (Optional)
Date of Sale	<input type="text" value="08/01/2006"/>
Net Price	<input type="text" value="29000"/>
Type of Sale	<input type="text" value="Taxable"/>
Puchaser's	<input type="text" value="QUINTELL SMITH"/>

# File/Correct Sales Report

Confirmation that sales report was filed.

Missouri Department of Revenue Notice of Sales - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://tst.dor.mo.gov/NOS/viewSalesReport.d> Go

Links Customi

---

**Sales Report** Thu Aug 31 12:22:37 CDT 2006

Your Sales Report was successfully filed with the Department of Revenue. Thank you.

---

Dealer Name: D1111 New units: 3  
Dealer ID: D1111 Used units: 0  
Dealer Address: 1234 Total: 3  
JEFF, MO 65109 Total Temporary Permits: 0

1	Buyer:	<b>New 2006 POLAR SEAKI</b>		Control Number: <b>1276892D</b>
	JONES JIM	VIN/HIN: 12QWDFGRGRFGNGNTN		
	123 Jones At	Sale Date: 02/02/2006	Type: BOAT	Body: BOAT
	JEFFERSON CITY, MO 65109	Net Price: \$0.00	Odometer: 0	Permit:

2	Buyer:	<b>New 2006 FORD</b>		Control Number: <b>1276893D</b>
	JIN	VIN/HIN: ASWEDRFTRGYH65432		
	1234 Fred St	Sale Date: 02/03/2006	Type: Vehicle	Body: OTHER
	JEFFERSON CITY, MO 65109	Net Price: \$0.00	Odometer: 23	Permit:

3	Buyer:	<b>New 2006 HMDE QWEDR</b>		Control Number: <b>1276894D</b>
	JACK	VIN/HIN: 12WQSDE4356TRFGTR		
	123 Jack St	Sale Date: 02/13/2006	Type: Trailer	Body: BOAT
	JEFF, MO 65140	Net Price: \$8000.00	Odometer: 0	Permit:

Total Number of Records= 3


**PRINT**



# Lookup/Edit Sale

**Step 1:** To view a sales record you have filed, click **“Lookup/Edit Sale”** on the left-hand side bar. To review a summary of multiple records at one time, see “View Sales History” on page 31.

You can also edit, or delete that sales record at any time as long as you have not clicked on “File Monthly Sales Report.” For example, you do not have to wait until you are ready to file the report to delete a rescinded sale.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" web application. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand navigation menu lists several options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "Lookup/Edit Sale" option. The main content area shows a large, faint watermark of the Missouri Department of Revenue seal. Below the seal, the text reads "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". At the bottom, a green footer bar contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
View/Print Filed Report  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout

D1111, Welcome to the Missouri Notice of Sale Application  
Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·

# Lookup/Edit Sale

**Step 2:** Enter NOS lookup information:

- Select the type of vehicle from the drop-down menu;
- For units other than a boat or documented vessel, either enter the NOS control number or select the make from the drop-down menu and enter the year and VIN. If the make is not displayed, select other and enter the make abbreviation (up to five characters);
- If you select boat or documented vessel as the vehicle type, enter the NOS control number or VIN/HIN; and
- Click "Perform Lookup."



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Sale Application

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
**[Lookup/Edit Sale](#)**  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)



### Notice Of Sale Lookup Request

Select A Type of Vehicle Passenger vehicle

**Enter Either**

NOS Control Number 1112045D

**Or**

Vehicle Make Other

Vehicle Year  (4 digit year)

VIN/HIN

[Perform Lookup](#)

[Dealers](#) · [Motor Vehicle & Driver Services](#) · [Contact](#)

26


# Lookup/Edit Sale

**Step 3:** Click "Print" to print the record or select another option from the left-hand side bar.



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Sale Application

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)  


## NOTICE OF SALE

RECORD LOOKUP RESULTS

NOS Control Number 1280780D

---

### Vehicle Information

Type of Vehicle Vehicle  
Odometer 21  
Title Number TG344352  
Title State MO  
Year 2001  
Make LINC  
Vehicle Model ZEPHY  
Body Style 4DR  
VIN/HIN 1FAHP56S71A122912

---

### Sale Information

Date of Sale 8/24/2006  
Net Price \$32,250.00  
Type of Sale TAXABLE  
Temp Permit# ABC123

---

### Purchaser Information


Purchaser's Name DOE, JANE A.  
Street Address 1234 RIVER ST  
City JEFFERSON CITY  
State MO  
Zip Code 65105

[PRINT](#) [Edit](#)

[Dealers](#) · [Motor Vehicle & Driver Services](#) · [Contact](#)

# View/Print Filed Report

**Step 1: Click "View/Print Filed Report."**



The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" web application. At the top, a green header features a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand navigation menu lists several options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "View/Print Filed Report" option. The main content area displays the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software" in green. A large, faint watermark of the Missouri Department of Revenue seal is visible in the background. At the bottom, a green footer contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

**MISSOURI DEPARTMENT OF REVENUE**  
*Notice of Sale Application*


Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
**View/Print Filed Report**  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout

**D1111, Welcome to the Missouri Notice of Sale Application**  
Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·

# View/Print Filed Report

**Step 2:** Select Month and enter year of sales report you want to view and click "View Sales Report."



# MISSOURI DEPARTMENT OF REVENUE

## *Notice of Sale Application*

[Submit Single Sale](#)

[Submit Sales File](#)

[Correct Sales File](#)

[Lookup/Edit Sale](#)

[File Monthly Sales Report](#)

[View/Print Filed Report](#)


[View Sales History](#)

[Change Password](#)

[Instructions](#)

[Contact DOR](#)

[Logout](#)



## NOTICE OF SALE


### [View Sales Report](#)

Month:

Year:

(Printable report will open in a new browser window.)

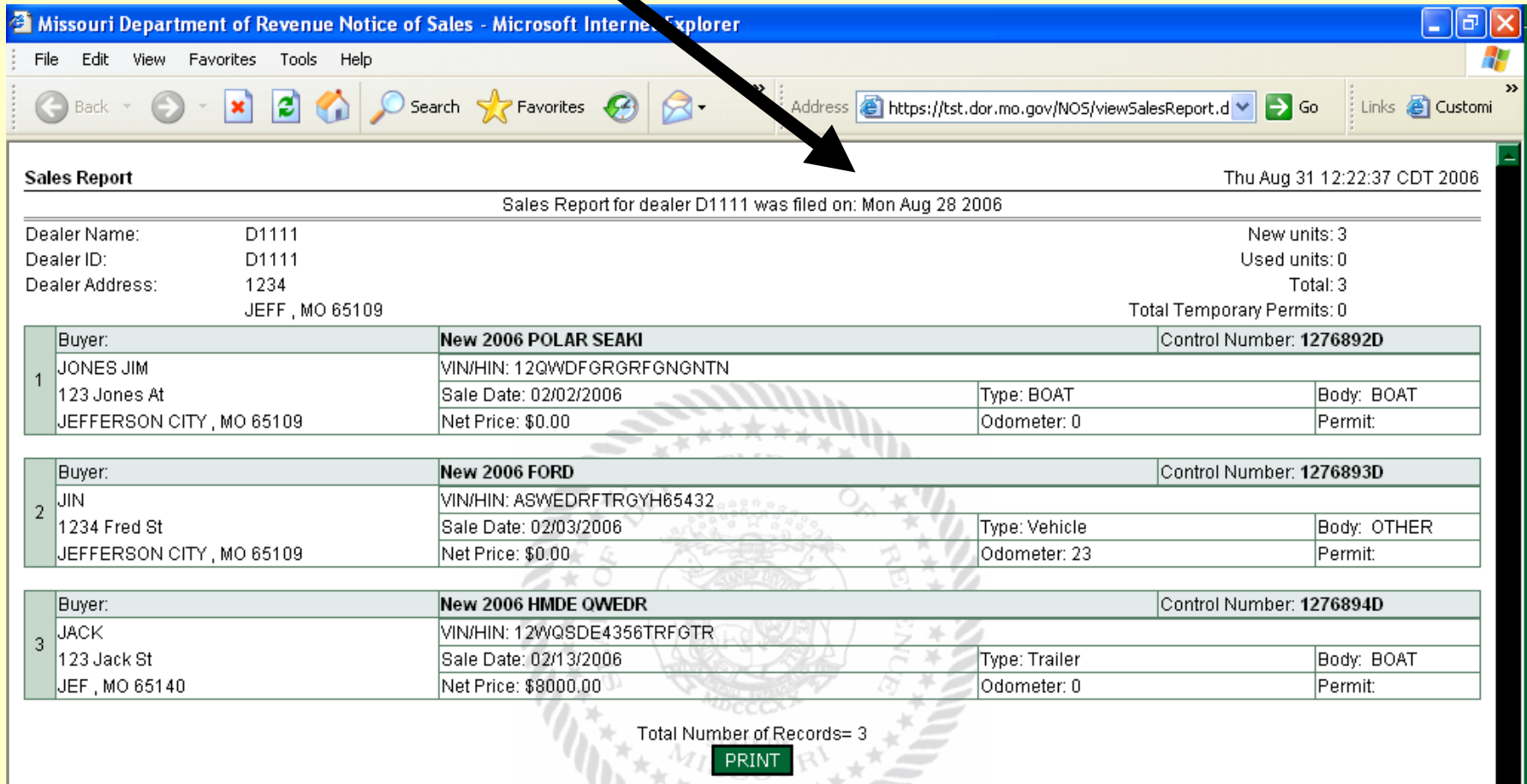
[VIEW SALES REPORT](#)



[Dealers](#) · [Motor Vehicle & Driver Services](#) · [Contact](#)

# View/Print Filed Report

The filing date is displayed. Click on "Print" to print the report.



Missouri Department of Revenue Notice of Sales - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://tst.dor.mo.gov/NOS/viewSalesReport.d> Go Links Customi

**Sales Report** Thu Aug 31 12:22:37 CDT 2006

Sales Report for dealer D1111 was filed on: Mon Aug 28 2006

Dealer Name:	D1111	New units:	3
Dealer ID:	D1111	Used units:	0
Dealer Address:	1234	Total:	3
	JEFF, MO 65109	Total Temporary Permits:	0

1	Buyer:	<b>New 2006 POLAR SEAKI</b>	Control Number: <b>1276892D</b>
	JONES JIM	VIN/HIN: 12QWDFGRGRFGNGNTN	
	123 Jones At	Sale Date: 02/02/2006	Type: BOAT
	JEFFERSON CITY, MO 65109	Net Price: \$0.00	Body: BOAT
		Odometer: 0	Permit:

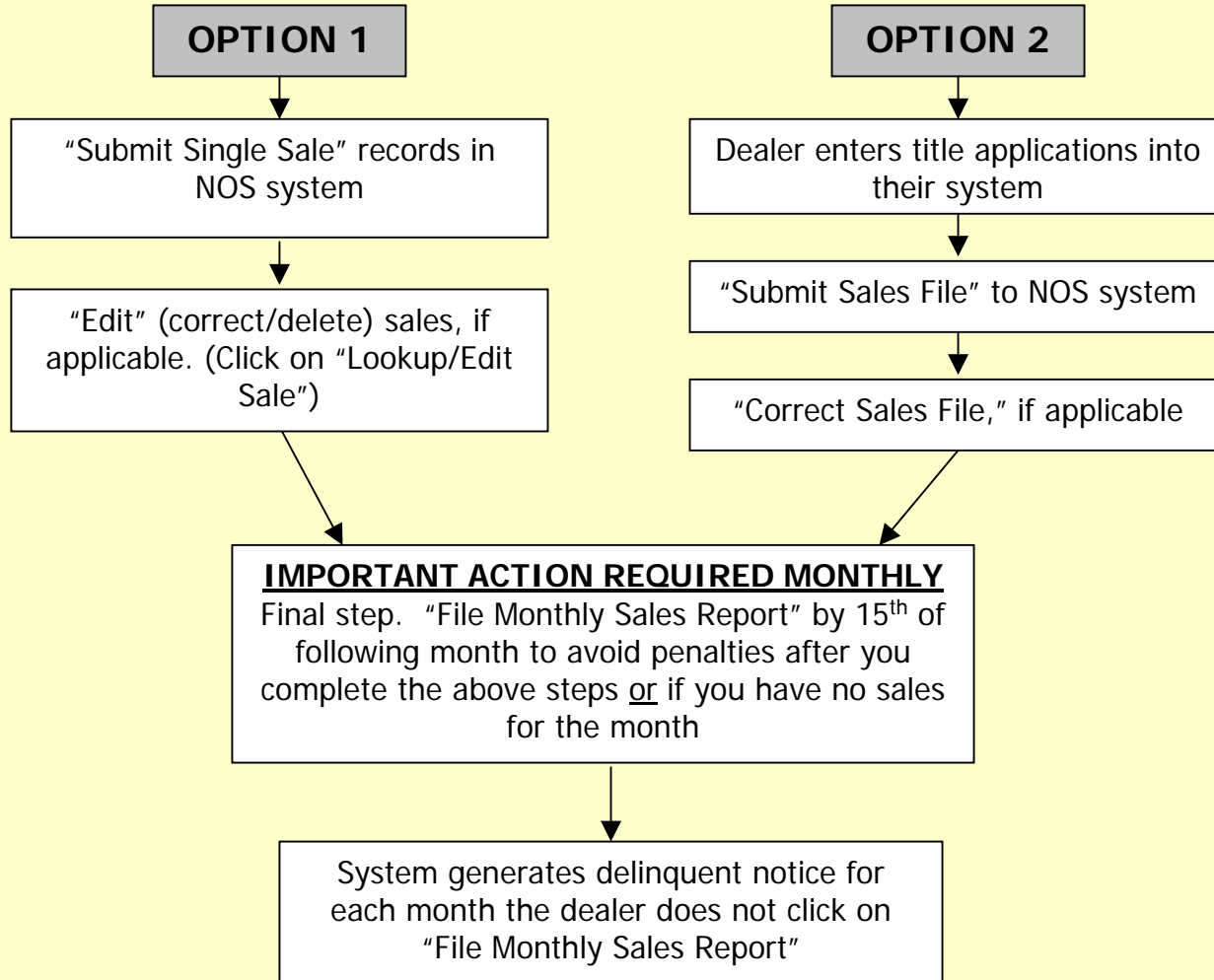
2	Buyer:	<b>New 2006 FORD</b>	Control Number: <b>1276893D</b>
	JIN	VIN/HIN: ASWEDRFTRGYH65432	
	1234 Fred St	Sale Date: 02/03/2006	Type: Vehicle
	JEFFERSON CITY, MO 65109	Net Price: \$0.00	Body: OTHER
		Odometer: 23	Permit:

3	Buyer:	<b>New 2006 HMDE QWEDR</b>	Control Number: <b>1276894D</b>
	JACK	VIN/HIN: 12WQSD4356TRFGTR	
	123 Jack St	Sale Date: 02/13/2006	Type: Trailer
	JEF, MO 65140	Net Price: \$8000.00	Body: BOAT
		Odometer: 0	Permit:

Total Number of Records= 3


**PRINT**

# Filing Notices of Sale Electronically



# View Sales History

**Step 1:** To view a summary of multiple sales records that you have filed, click "**View Sales History**" on the left-hand side bar.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" web application. The interface features a dark green header with the department's name and a car icon. A left-hand navigation bar contains several menu items, with "View Sales History" highlighted by a black arrow. The main content area shows a large, faint watermark of the Missouri Department of Revenue seal. Overlaid on this seal is the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". At the bottom of the page, a green footer bar contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

**MISSOURI DEPARTMENT OF REVENUE**  
*Notice of Sale Application*

Submit Single Sale

Submit Sales File

Correct Sales File

Lookup/Edit Sale

File Monthly Sales Report

View/Print Filed Report

**View Sales History**

Change Password

Instructions

Contact DOR

Logout

**D1111, Welcome to the Missouri Notice of Sale Application**

Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·



# View Sales History

**Step 2:** You may view and print previous sales records for the month or for a particular date range based on the option you select:

- Click on "History by Month" and enter the month and year of the report you want and click "Get History."
- Click on "History by Date Range" and enter the month, day, and four-digit year of both the first record and last record you are searching for.



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Sale Application

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)



### VIEW HISTORY


☒ History by Month  
Enter Month  (2 digit month)  
Enter Year  (4 digit year)  
☐ History by Date Range  
Start Date  (mm/dd/yyyy)  
End Date  (mm/dd/yyyy)

GET HISTORY

• Dealers • Motor Vehicle & Driver Services • Contact •

# View Sales History

**Step 3:** Click "Print" to print the history data or select another option from the left-hand side bar.



## MISSOURI DEPARTMENT OF REVENUE

*Notice of Sale Application*

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)

### History


NOS Control Number	Vehicle Year	Vehicle Make	VIN/HIN	Purchaser's Name
1112187D	1977	JEEP	J7F83AA025710	SMITH JOHN A
1112189D	2006	LINC	3LNHM26126R611946	DOE JANE A

[PRINT](#)

[Dealers](#) · [Motor Vehicle & Driver Services](#) · [Contact](#)

# Change Password

**Step 1:** To change your password, click **"Change Password"** on the left-hand side bar.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" web application. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand navigation bar lists various functions: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "Change Password" option. The main content area shows a large, faint circular seal of the Missouri Department of Revenue. Overlaid on the seal is the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". At the bottom of the page, a green footer bar contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
View/Print Filed Report  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout

D1111, Welcome to the Missouri Notice of Sale Application  
Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·

# Change Password

**Step 2:** Please do the following:

- Enter your current password in the old password field;
- Press the tab key;
- Enter your new password (must be at least 8 characters);
- Press the tab key again;
- Re-enter your new password; and
- Click "Submit."



**MISSOURI DEPARTMENT OF REVENUE**  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
View/Print Filed Report  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout



**Change Password**

Please type your old password and confirm your new password:

User Id D1111

Old Password

New Password


Confirm New Password

**Submit**

· Dealers · Motor Vehicle & Driver Services · Contact ·

# Change Password


**Step 3:** This screen informs you that the information was updated successfully. To continue, click any option, or click "Logout" to exit the system.




# MISSOURI DEPARTMENT OF REVENUE

## *Notice of Sale Application*

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)



**D1111**, your password has been successfully changed.



[Dealers](#) · [Motor Vehicle & Driver Services](#) · [Contact](#) ·

# Reset Password

**Step 1:** If you have forgotten your password, select "Forgot your password" at the Login screen;



The screenshot shows the login interface for the Missouri Department of Revenue's Notice of Sale Application. At the top, a green banner features a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". Below this, a green sidebar on the left contains the word "Login" and the Missouri state seal. The main white area displays the text "Please sign on:" followed by input fields for "User Id" and "Password". Below these fields are "Reset" and "Submit" buttons. A large black arrow points to a green link that reads "Forgot your password / Account Disabled". At the bottom of the page, a green footer contains the text "Dealers · Motor Vehicle & Driver Services ·".

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Login

Seal of the Department of Revenue, State of Missouri

Please sign on:

User Id

Password

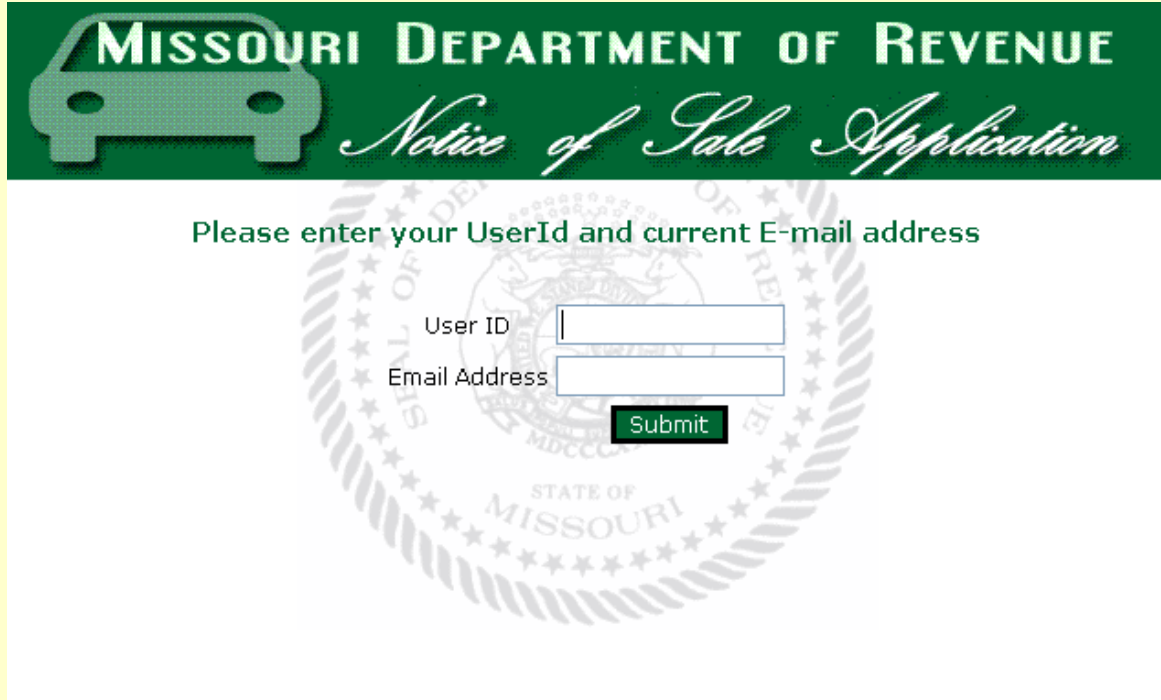
[Forgot your password / Account Disabled](#)

Dealers · Motor Vehicle & Driver Services ·

# Reset Password

**Step 2:** Enter your user ID (Dealer Number) and email address that you submitted previously to the department with your contact information.

**Step 3:** Click submit.



The form is titled "MISSOURI DEPARTMENT OF REVENUE" in a green banner with a car icon. Below the banner, the text "Notice of Sale Application" is written in a cursive font. The main content area is white and features a large, faint watermark of the Missouri state seal. The instructions "Please enter your UserId and current E-mail address" are displayed in green. There are two input fields: "User ID" and "Email Address", both with blue borders. A green "Submit" button is located below the "Email Address" field.

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Please enter your UserId and current E-mail address

User ID

Email Address

# Reset Password

**Step 4:** You will receive notice that a new password has been sent to your e-mail address.

**Step 5:** Retrieve the password from your e-mail and log into the NOS system.

**Step 6:** Change your password.


If you have other questions regarding your password or have entered your user ID and password correctly but are getting a Login Failure message, click "**Contact DOR**" on the left-hand side bar and you will be prompted to submit an e-mail to the department addressing your password issue.





# Contact Department of Revenue (DOR)

**Step 1:** To contact the Department of Revenue, click "**Contact DOR**" on the left-hand side bar.



The screenshot shows the Missouri Department of Revenue's "Notice of Sale Application" web application. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand sidebar contains a list of navigation links: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "Contact DOR" link. The main content area displays the "SEAL OF THE DEPARTMENT OF REVENUE" and the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". The footer contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

Submit Single Sale

Submit Sales File

Correct Sales File

Lookup/Edit Sale

File Monthly Sales Report

View/Print Filed Report

View Sales History

Change Password

Instructions

Contact DOR

Logout

**D1111, Welcome to the Missouri Notice of Sale Application**

Approved Vendor/Dealer Software

Dealers · Motor Vehicle & Driver Services · Contact ·

# Contact Department of Revenue (DOR)

**Step 2:** Select the subject from the drop-down menu;

Enter your comments in the E-Mail content space;

Click "Submit Email."

The appropriate staff member will respond to you.



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Sale Application

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)



### Contact DOR

Dealer Name DOR AUTO SALES  
User Id D2222  
Name TAMMY PRATER  
Your Email Address TAMMY.PRATER@DOR.MO.GOV

Email Subject 

Choose A Subject  
Choose A Subject  
Administrative Account/Password Issues  
Motor Vehicle/NOS Processing Issues  
Technical/Website Issues

Email Content

Submit Email

[Dealers](#) · [Motor Vehicle & Driver Services](#) · [Contact](#) ·

# Contact Department of Revenue (DOR)

**Step 3:** The screen indicates the message was sent successfully.

To continue, click on any option, or click "Logout" to exit the system.



# MISSOURI DEPARTMENT OF REVENUE

## *Notice of Sale Application*

[Submit Single Sale](#)  
[Submit Sales File](#)  
[Correct Sales File](#)  
[Lookup/Edit Sale](#)  
[File Monthly Sales Report](#)  
[View/Print Filed Report](#)  
[View Sales History](#)  
[Change Password](#)  
[Instructions](#)  
[Contact DOR](#)  
[Logout](#)



**TAMMY , the following message was sent successfully:**


Email Subject [NOS - Administrative Account/Password Issues](#)  
Email Content [test](#)



[Dealers](#) · [Motor Vehicle & Driver Services](#) · [Contact](#) ·

# Instructions

**Step 1:** To view step by step instructions regarding the Notice of Sale Application, click **"Instructions"** on the left-hand side bar.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" web application. At the top, a green header features a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand sidebar contains a list of navigation options: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "Instructions" option. The main content area shows a large, faint watermark of the Missouri Department of Revenue seal. Overlaid on the seal is the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". At the bottom of the sidebar is a small circular seal of the Missouri Department of Revenue. The footer of the page contains the text "Dealers · Motor Vehicle & Driver Services · Contact ·".

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Sale Application*

Submit Single Sale  
Submit Sales File  
Correct Sales File  
Lookup/Edit Sale  
File Monthly Sales Report  
View/Print Filed Report  
View Sales History  
Change Password  
Instructions  
Contact DOR  
Logout


D1111, Welcome to the Missouri Notice of Sale Application  
Approved Vendor/Dealer Software

DEPARTMENT OF REVENUE  
STATE OF MISSOURI

DEALERS · MOTOR VEHICLE & DRIVER SERVICES · CONTACT ·

# Instructions


**Step 2:** For detailed, step-by-step instructions, just click on the topic you need help with.



# MISSOURI DEPARTMENT OF REVENUE

## *Notice of Sale Application*

- Submit Single Sale
- Submit Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout



## Instructions

Click on a topic below:

- [Submit Single Sale](#)
- [Submit Sales File](#)
- [Correct Sales File](#)
- [Lookup/Edit Sale](#)
- [File Monthly Sales Report](#)
- [View/Print Filed Report](#)
- [View Sales History](#)
- [Change Password](#)
- [Reset Password](#)
- [Contact Department of Revenue \(DOR\)](#)
- [Logout](#)

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## Submit Single Sale

### Step 1

- Select "Submit Single Sale" from the menu on the left.

### Step 2

- Select the type of vehicle from the drop-down list.
- Select type of sale from the drop-down list. All sales must be reported (retail and wholesale).
- Respond to the question asking if the vehicle is new.
  - If "Yes" is selected, click "Continue" and go to Step 3.
  - If "No" is selected you will be asked if the vehicle is titled by another state.
    - If "Yes" is selected click "Continue" and go to Step 3.
    - If "No" is selected you will be prompted to enter the Missouri title number and the last 6 digits of the VIN/HIN. Click "Continue."

### Step 3

# Logout

**Step 1:** To logout, click “Logout” on the left-hand side bar.



The screenshot displays the Missouri Department of Revenue's "Notice of Sale Application" web application. The header features a green banner with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Sale Application". A left-hand navigation bar lists various functions: "Submit Single Sale", "Submit Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", and "Logout". A black arrow points to the "Logout" option. The main content area shows a large, faded seal of the Missouri Department of Revenue and the text "D1111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". The footer contains a navigation bar with links: "Dealers", "Motor Vehicle & Driver Services", and "Contact".

**MISSOURI DEPARTMENT OF REVENUE**  
*Notice of Sale Application*

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